

APPENDIX E
COMMITTEE ON MINISTRY & SUBCOMMITTEE ON PREPARATION
FOR MINISTRY POLICIES
Adopted September 25, 2018
PLAN FOR STUDY LEAVE FOR PASTORS

A planned study leave program is of great value in helping pastors to maintain and improve skills required for their ministry. A study leave program should benefit each participating congregation, the pastor, and the Church at large. The intent is to provide stronger leadership for the local churches through pastors who are kept abreast of new developments and programs in various aspects of ministry or, with the approval of session, to strengthen their tent-making skills.

The Presbytery has adopted these policies for study leaves:

1. Committee on Ministry will make recommendation to Presbytery for its action from time to time on the minimum amount of time and study leave expenses as part of the annual minimum terms of call and contract.
2. Study leave time and expenses may be used annually or may be accumulated in accordance with the terms of call for up to three years. Accumulated study leave expenses may be used for a study leave of less duration than the accumulated time; e.g. a pastor with four weeks accumulated time and \$700.00 accumulated expenses might choose to use the entire \$700 for a two-week study leave, provided the expenses are documentable. Since, by IRS guidelines, the purpose of study leave time and expenses is to benefit the current call or contract, unused study leave expenses are not payable to the pastor upon his or her departure from the call or contract.
3. Each year the pastor, in conversation with the session, shall propose a specific plan of study. The session or COM may also suggest areas where the call or contract might be strengthened by a particular course of study. The session shall approve the use and timing of the study leave.
4. Unused study leave time and expenses may be accumulated for up to three years. If the pastor chooses this option, she/he shall submit a general plan of how she/he intends to use the accumulated leave at a later date.
5. In addition to the study leave expenses, the local church continues the pastor's salary, will cover any cost of pulpit supply (one Sunday for each week of study leave), and meets the expense of other necessary pastoral services during the study leave.
 - a. Study leave time may not be used for vacation purposes.
 - b. Travel, food, lodging, registration, and related expenses incurred during study leave shall be charged to the study leave expenses allowance, not the car allowance.
 - c. All reimbursable expenses should be vouchered.
6. At the next scheduled session meeting after each study leave, the pastor shall submit an evaluation of the study leave to the session and share with the session the ways it will be used in the life of the church.